



*Town of Tewksbury*  
**Tewksbury Public Library**

300 Chandler Street  
Tewksbury, Massachusetts 01876  
978.640.4490

Diane H.C. Giarrusso  
*Library Director*

**Director's Report**

**To: Board of Trustees**  
**From: Diane Giarrusso, Library Director**  
**Date: February 9, 2016**



**Facilities/Grounds**

- The art hanging system was installed last week. The Tewksbury Community of Artists has their February show hung on it now. We thank them again for both the suggestion and research for the best system for us, and for paying the whole cost as their community donation this year.
- The Library Air Handling Unit Variable Speed Drives & Control Updates job is almost complete. New motors and drives for the AHU 1 & 2 have been installed; 2 new unit heater fans in the mechanical room have been replaced, and the controls were balanced on Friday, 2/5/16. The work was funded through a Green Communities grant administered by the Conservation Agent/Community Development Department. We anticipate more grant funded work to be done on building energy efficiency next year.
- This is the year we're finally going to put together a Capital Maintenance and Funding Plan! I would like one volunteer from the Board to serve with me and my custodian to inventory and plan for needed repairs and replacements.

**Policy/Services**

- The Long Range Plan (is finally finished and) needs Board approval. Action Plans for 2016 and 2017 are incorporated into the Long Range Plan. Once the Board approves the document I can send it along to the MA Board of Library Commissioners for their review.
- This year my Technology Specialist and I will complete a Technology Plan for the library detailing our inventories, needs and funding priorities for the next 3-5 years. I'd appreciate a volunteer from the Board to liaise with us on this project.
- The meeting with the Finance Committee on Thursday evening, 2/4/16, went well as we discussed technological, facility and staffing needs that will result in effective and efficient service to the community. There was no negative feedback about any area of the budget, and a recommendation to begin including pc replacements on a scheduled basis, which we're working toward each year.
- The staff is beginning to shift the adult nonfiction materials backward to accommodate moving the biographies to the nonfiction side of the stacks. This is in preparation for moving the fiction collection to the second floor so that Teen services can relocate to the former fiction area. Once they are moved, we will move the magazines and newspapers to the second floor in the former teen area. I will keep you updated on our progress. I welcome any questions or concerns you have moving forward as these relocations will bring about some changes in service delivery. Our goal is to try to solve service interruptions before they occur. As always, I like to try things and adjust as we go along. Overall, this will be a positive change for the community and will allow us to better serve our teens, and concentrate the book collections and services on one floor.

**Encl:**

Draft Long Range Plan, for approval